Collection Development Policy

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Lamson Library Mission Statement

The mission of Lamson Library is to provide print and digital resources, instruction, services, and facilities to support and improve the teaching, learning, scholarship, and research mission of Plymouth State University.

In its selection, acquisition, and access policies and procedures, Lamson Library supports the spirit and the letter of the *Library Bill of Rights and the Freedom to Read*.

A. Introduction

This policy was established by the Lamson Library faculty to encompass the philosophy, goals, and standards guiding the systematic development of the Library’s collections. It is a guide to the selection of resources to best serve the information and research needs of the university community. These policies are subject to continual review and reformulation as may be mandated by institutional direction and conditions.

**Allocation of Funds**

The materials budget is allocated according to available funds and established institutional priorities. Librarians have the responsibility for allocating funds to support collection development objectives. The Technical Services Department handles orders, payments and receipt of library materials.

Library faculty are consulted when any new programs and courses are proposed to ensure appropriate and adequate resources are available.

B. General Guidelines

In accordance with the Lamson Library Mission Statement, the Library’s collections actively support and enhance the educational objectives of Plymouth State University by acquiring resources that serve the informational, instructional, and research needs of the university community. The university community includes undergraduate, graduate, doctoral, and non-degree seeking students, as well as faculty, administration, and non-academic staff.

The primary collection objective is to support the university’s undergraduate, graduate, and doctoral programs, and developing new areas as required by curricular expansion. Secondary objectives include building on areas of strength, and subject areas of general public interest.

- The Library acquires those materials needed for research which will be frequently used and are of long-term value to the university community.
- Highly specialized research materials are not normally acquired.
- Resources published within the past two years are a priority. Where necessary, materials are obtained retrospectively but on a selective basis.
- With the exception of Spinelli Archives collections, out of print materials are not generally acquired.
- One copy of a title is acquired, unless special use, demand, or relevance to the curriculum justifies duplicate copies, such as books written by members of the university community.
- Textbooks, undergraduate level or above, may be acquired if they otherwise meet selection criteria or if they have earned a reputation as classics in their fields or are the only or best sources of information on a particular topic.
• Predominantly English-language materials are acquired, the exception of those which support the programs in foreign languages, and certain items recognized to be standard or essential to a discipline which are available only in the original language, or for which there exists no acceptable English-language edition.
• Within the limitations of its resources, the Library acquires library materials in subject areas of general public interest.
• Individual titles over $400 are reviewed by the full library faculty.

C. Selection Responsibilities

Library faculty work cooperatively with teaching and research faculty in the selection process. Each library faculty member serves as liaison to one or more disciplines, not only for the selection of materials, but to facilitate and enhance communication, awareness, and cooperation between the Library and the disciplines with regard to information needs. Likewise, faculty consult their librarian when there are changes in curriculum that would affect the library’s services and resources. Library faculty are responsible for keeping the rest of the university community informed of policies and procedures which may affect teaching faculty and students, and for apprising them of new materials potentially useful to their teaching or research, and the work of their students.

While the library faculty are ultimately responsible for the comprehensiveness and integrity of the collection overall, all faculty are strongly encouraged to recommend the acquisition of appropriate library materials in their subject areas.

D. Policies for Specific Collections

1. Periodicals and Databases

Requests for new databases and/or periodicals must indicate specific courses or programs the resource will support, as well as anticipated future use and research interest. Because these acquisitions represent a long-term, continuous, annual commitment of funds, acquisition decisions require close evaluation and approval by the entire library faculty. For periodicals, preference is given to those titles indexed in electronic databases already subscribed to by the library.

a. Periodicals

Periodicals are defined as the Library’s collection of individual print and electronic scholarly journal, magazine, and newspaper titles. The periodical collection contains a wide range of titles needed to ensure the most current scholarly information in all curricular fields is available for students and faculty. A select number of general and popular titles are available to provide for the more general interests of the academic community.

The Library will rarely purchase materials in microform (microfiche/microfilm) to provide access to materials which would otherwise be unavailable, non-durable, too costly, or which would require prohibitively large amounts of space in hard copy. Requirements for maintenance, access and replication, potential for theft, mutilation, and deterioration also influence the decision for microform purchases. The Library also maintains a collection of local community and campus newspapers in microform.
b. Databases

There are thousands of electronic databases available for subscription from many different vendors. Some of these supply indexing and abstracting that include full text from a variety of books, newspapers, magazines and scholarly journals. Other databases provide access to general information or discipline-specific resources. The library subscribes to databases which strongly relate to the university curriculum. Preference is given to database packages that offer full access to its resources. In some cases, the library may subscribe to a print resource when electronic coverage isn’t available.

2. Reference
The Library’s reference collection is designed to meet a wide range of research needs in all curricular subject areas.

Reference materials of the following types are acquired in accordance with the general selection criteria for all materials. When appropriate, electronic format is preferred.

- Encyclopedias, both general and subject-specific, of a level appropriate to the university’s academic programs
- English language and major foreign language dictionaries
- Subject-specific dictionaries, handbooks, bibliographies and guides to the literature in all curricular areas
- Directories
- Biographical sources, both general, and those covering specific subject areas
- Statistical sources
- Atlases, gazetteers, and other geographical sources
- Basic sources for legal research, including digests, reporters, and law codes on the state (NH) and federal level

Due to the specific purpose of reference materials, special attention is paid to currency or timeliness of the material.

3. K-12 Curriculum and Children’s Literature collections
These two specialized collections support the professional education programs at Plymouth State University. Curriculum and Children’s Literature materials are intended to be used by students in their efforts to develop skills needed to identify, select, and evaluate materials in various media used in teaching at the K-12 levels. The Curriculum Collection includes elementary and secondary level textbooks (including teachers’ manuals, workbooks, and activity books) covering subject areas in which teacher education degrees are offered, as well as curriculum guides, multimedia sets, audio-visual materials, realia, and games.

The Children’s Literature collection provides a representation of current publishing for children, ranging from pre-kindergarten (easy readers) through young adult level. The collection includes fiction and nonfiction works, picture books, the annual Newbery and Caldecott Award winners, and a select number of children’s periodicals.

4. New Hampshire Documents
Lamson Library is a select depository for New Hampshire publications. The library receives publications as they become available.
5. Dissertations and Theses
Two copies of theses and dissertations by Plymouth State University graduates are held by the Library; one copy is held in Spinelli Archives, and one copy in the circulating collection. These are also deposited electronically in the university’s institutional repository. Theses and dissertations by graduates outside of the university are acquired on a limited basis.

6. Audio-Visual Materials
The Library will occasionally purchase audio-visual materials such as CDs and DVDs according to the general selection guidelines above.

7. Music Scores
The Library acquires music scores that support the music and theatre curriculum and/or performances.

8. Bibliographic Management Software
The Library subscribes to bibliographic management software that includes all citation styles in use by disciplines at the university.

9. Replacements for Lost or Missing Material
Materials that are missing, lost or withdrawn are replaced based on the criteria in the general selection guidelines. Heavily used material will be replaced if they are still available.

10. Faculty Publications
The Library acquires two copies of monographs authored or edited by faculty; one copy is held in Spinelli Archives, and one copy in the circulating collection.

E. The Michael J. Spinelli, Jr. Center for University Archives and Special Collections

Mission Statement
The Michael J. Spinelli, Jr. Center for University Archives and Special Collections collects, organizes, preserves, and makes accessible, material in many formats relating to the history of Plymouth State University, the North Country, and Lakes Region of New Hampshire, as well as other rare and historic items in support of the mission and curriculum of the university and to serve as a cultural resource for the region.

Other collection strengths that are being built upon include White Mountains history and tourism, and fine press and artists’ books.

As the Plymouth State University Archives, gifts of material are accepted related to the institution or the surrounding area. This could be photographs, scrapbooks, class notes or syllabi, pamphlets and brochures. The archive has substantial collections of university publications, such as yearbooks, catalogs, newspapers, and commencement programs. Gifts of these types of material may not be retained if the archive is in possession of multiple copies. Items of a personal nature are most welcome, as they help to give a sense of daily life at the institution through time. Scrapbooks, photographs, clothing, correspondence, are examples of this type of material.

F. Gifts and Donations

Lamson Library welcomes donations of money, books, and other appropriate materials. The gifts are evaluated by the same standards as purchased materials. Only those which are appropriate for
the collection are added. In accordance with the Association of College and Research Libraries’ “Statement on Appraisal of Gifts,” the library will not appraise any gift to the library.

In order to maintain a collection that supports the information needs of the academic community, many gifts are not added to the collection, such as:

- Duplicate titles, except for those items where there is a demonstrated need
- Earlier editions
- Material that does not support our academic mission
- Items in poor condition
- Out of date content
- Periodicals

Donors should submit a Gift Form, available from the Information Desk. Lamson Library reserves the right to accept or decline any gift. The gifts not selected for the library collection cannot be returned to the donor.

G. Collection Assessment

Collection assessment is an essential component of collection development. It provides a means to assess the utility of a library’s collections to its users, as well a more accurate picture of the size, nature, quality, depth, and physical state of collections; a means of ascertaining unmet needs; a tool for allocating resources more effectively; in effect, a gauge of how well the collections’ goals and objectives are being met.

Specifically, the Library measures how well, in breadth and depth, the collection provides appropriate subject materials required by the university’s academic programs; whether the collections meet the appropriate standards for a program’s accreditation; and whether the collections generally meet expected informational and cultural needs of a reasonably well-educated university graduate. The size of the collection does not provide a definitive measure of quality.

The deselection of library material is an essential part of collection management, which helps ensure the currency, vitality, relevance, and accessibility of the collection.

H. Resource Sharing

Lamson Library supports cooperative activities that provide users with library resources unavailable on-site, unobtainable within current budgetary limitations, or that fall outside primary collection goals, such as sharing expenses for specific online resources. While recognizing that local collections must first support local needs and priorities, the Library’s support of cooperative activities is based on the commitment to improved service through wider access to information.

As a member of the New Hampshire College and University Council (NHCUC), Lamson Library students and faculty benefit from reciprocal borrowing privileges from participating academic libraries in the state.

The Library also participates in OCLC’s Interlibrary Loan service, which provides students and faculty with access to the holdings of academic and research libraries throughout the country. The Library uses the most up-to-date technology to quickly and efficiently provide documents not owned by Plymouth State to faculty, staff, and students.
I. Challenged Materials Policy

Individuals or organizations within or outside of Plymouth State University who question the purchase of specific library material will follow the procedure outlined below:

1. Complete the Request for Reconsideration of Library Material form available from the Information Desk. The patron will also receive a copy of the Library Bill of Rights.
2. Completed forms will be returned to the Reference Desk and will be forwarded to the Discipline Coordinator for review as soon as possible.
3. Librarians, or the Discipline Coordinator, will provide the patron with a more detailed explanation of the Library Bill of Rights, if needed.
4. The Discipline Coordinator, in consultation with the librarians, will review the completed form and respond promptly, in writing, to the patron.
5. The Discipline Coordinator will keep records of all requests for reconsideration.
6. The Discipline Coordinator will submit a completed form detailing the challenged material to the ALA’s Office for Intellectual Freedom.